

1 April 1957

MEMORANDUM FOR: Ad Hoc Subcommittee on Information Processing

SUBJECT : Terms of Reference for a Proposed Standing Group on
IAC Inter-Library Services

1. AHIP has identified and initiated numerous changes in document handling which have directly benefited IAC library storage and loan facilities. Adoption of a common inter-library loan form, common numbering, evolution of a common document format and the current project for a guide to intelligence serial publications point the way to more efficient circulation services on behalf of intelligence analysts.

2. From the above activities has come a widespread knowledge within the IAC of the capabilities and operating rules of the several IAC library systems. On this foundation, CIA Library now recommends that AHIP proceed to establish a Standing Group of Circulation librarians, thoroughly acquainted with the day-to-day problems of document handling, and to be charged with further development of common policy and procedures throughout the IAC concerning:

- a. Exchange of information on the selection and storage policies of the member libraries. In particular:

Identify the categories of intelligence library resources for which each library accepts responsibility and, therefore, will not as a rule, request inter-library loan assistance from another library in the IAC.

- b. Define and publicize the time schedules which the several libraries undertake to maintain in providing service in response to inter-library loan requests. In particular:

Standardize the practices of status reporting and tracing of requests involving delayed service.

- c. Recommend common IAC practice relative to:

- 1) processing of improperly identified requests,
- 2) possible limitation of number of documents, copies and pages which may be requested in any given period of time,
- 3) acceptability of film or other reproduced copy in response to IAC inter-library loan requests.

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- d. Maintain a clearing house for exchange of information on the procurement of obscure items or documents in scarce supply, e.g. if the given Agency has developed an effective channel for procurement of ASTIA documents, are the other Agencies aware of and employing this same approach?
- e. Publicize, as appropriate, the rules of the IAC agencies for release of classified publications and the circumstances under which Liaison channels shall be employed in lieu of inter-library loan for inter-agency procurement purposes.

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